

MILWAUKEE COUNTY MODIFICATION MOTION CHECKLIST

Fees: The fee is \$30 for child support/maintenance motions and \$50 for custody/placement/visitation motions. If you are asking to modify both support and custody/placement/visitation, you only pay the \$50.00 fee. There may also be fees relating to service (see below). Filing fees and certain service fees are free with an approved fee waiver.

1. Fill in all 3 pages of the motion. Sign and date the motion.
2. **ROOM 307A (Legal Resource Center)** – Make **4 photocopies (you will have the original PLUS 4 copies)** of all 3 pages of the motion. Copies are \$0.20 per page.
3. Do you qualify for a fee waiver? If so, fill out an Affidavit of Indigency and take it to **Room 609**. You **must** also bring with you a month's worth of pay stubs or proof of public benefits.
4. **Room 104** – File your motion. If you have an approved fee waiver, show it to the cashier. If not, pay your fee (cash, checks, and credit cards accepted).
5. **Room 707** – Take your motion and the copies to get a court date.
6. **Room 101** – Deliver a copy of the papers to Child Support Enforcement. (**if instructed**)
 - If you do not know the other party's address, the Child Support Office is willing to mail a copy of the papers to the other party for you. There is a \$10 fee unless you have a fee waiver.
7. Make arrangements to have a copy of the motion served on the other party.
 - Personal Service – Sheriff's Department (***Room 209 of the Safety Building*** – *skywalk is on the first floor*) \$35 per attempt or free with fee waiver or private process server.
 - Certified Mail, Return Receipt Requested – However, if you use this method and the other party does not appear, the court may not hear the case on that date and require some other type of service.

All of your work in serving the papers will be wasted unless you remember to bring your PROOF OF SERVICE to the hearing.